

COUNTY OF SAN MATEO

INTER-DEPARTMENTAL CORRESPONDENCE

DATE: September 20, 2001

HEARING DATE: October 2, 2001

TO: Honorable Board of Supervisors

FROM: Luther Perry, CIO/Director of Information Services
Extension 4234, Pony ISD120

SUBJECT: Appropriation Transfer Request (ATR) Justification

RECOMMENDATION

Approve the attached Appropriation Transfer Request (ATR) to reclassify appropriation in the amount of \$588,300 from Fixed Assets/Equipment account to Retirement of Long Term Debt account.

Background / Discussion

Expenses for our Phase 1 Telephone Upgrade financing have been appropriated as Fixed Assets annually. This has required the reclassification of expenses and the processing of an ATR to properly record the expenses every year. The attached ATR will appropriate the expenses in the proper account.

Fiscal Impact

There is no impact to Net County Cost associated with the reclassification or the approval of this ATR.

County Counsel has reviewed the proposed agreement and resolution.

**COUNTY OF SAN MATEO
APPROPRIATION TRANSFER REQUEST**

REQUEST NO.
ATR2 011

DEPARTMENT
Information Services Department

DATE
8/27/01

1. REQUEST TRANSFER OF APPROPRIATIONS AS LISTED BELOW:

	C O D E S		AMOUNT	DESCRIPTION
	FUND OR ORG.	ACCOUNT		
From	18640	7311	588,300 00	Fixed Assets/Equipment
To	18640	6322	588,300 00	Retirement of Long Term Debt

Justification. (Attach Memo If Necessary)

To reclassify appropriation from Fixed Assets/Equipment account to Retirement of Long Term Debt account.

DEPARTMENT HEAD
BY: *Luther Perry* DATE: 8/28/01

2. Board Action Required Four-Fifths Vote Required Board Action Not Required

COUNTY CONTROLLER
BY: *[Signature]* DATE: 8-28-01

3. Approve as Requested Approve as Revised Disapprove

COUNTY MANAGER
BY: _____ DATE: _____

DO NOT WRITE BELOW THIS LINE — FOR BOARD OF SUPERVISORS' USE ONLY

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA
RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. _____

RESOLVED, by the Board of Supervisors of the County of San Mateo, that

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this _____ day of _____, 19____

Ayes and in favor of said resolution:

Noes and against said resolution:

Supervisors: _____

Supervisors: _____

Absent Supervisors: _____

ATTEST:

CHAIRMAN, BOARD OF SUPERVISORS
COUNTY OF SAN MATEO

Clerk of Said Board

DISTRIBUTION:
WHITE — BOARD OF SUPERVISORS
GREEN — CONTROLLER
CANARY — COUNTY MANAGER
PINK — DEPARTMENT
GOLDENROD — TREASURER

ATR/AER Form

Controller's ATR Number _____

Department: ISD

Division: Network Services

Type of Transaction:

ATR

AER

Status of Transporation:

One-Time

On-Going

Title: Reclassify appropriation from Fixed Assets/Equipment account to Retirement of Long Term Debt account

Justification: To reclassify appropriation from Fixed Assets/Equipment account to Retirement of Long Term Debt account to appropriate expenses in the proper account.

TO BP : 18640 Total: \$ 588,300.00

From BP: 18640 Total: \$ 588,300.00

NET COUNTY COST 0

<u>From/To</u>	<u>Subobject</u>	<u>Account Description</u>	<u>Transfer Amount</u>
From:			
18640	7311	Fixed Assests/Equipment Account	\$ 588,300.00
Total			\$ 588,300.00
To:			
18640	6322	Retirement of Long Term Account	\$ 588,300.00
Total			\$ 588,300.00

Appropriation Totals	0
Revenue Totals	0
Net County Cost	0

BUDGET UNIT SUMMARY BY CLASS/OBJECT

Reporting Period 07/01/01 - 08/31/01

Current Date: 08/28/01 10:28 AM

Budget Unit: 1800B

OBJECT CODE and DESCRIPTION	BUDGET	REV/EXP THIS MONTH	REV/EXP YTD	ENCUM	ACCOUNT YTD	VARIANCE ACCOUNT YTD	ATD % BUD
Revenue							
1500 Use of Money & Property	94322	5,648.93	2,117.62	0.00	2,117.62	(92,204.38)	2.2
2000 Charges for Services	634981	94,075.21	33,346.84	0.00	33,346.84	(601,634.16)	5.3
2500 Interfund Revenue	10124897	3,697.29	26,690.10	0.00	26,690.10	(10,098,206.90)	0.3
<u>2600 Miscellaneous Revenue</u>	<u>49971</u>	<u>677.02</u>	<u>797.02</u>	<u>0.00</u>	<u>797.02</u>	<u>(49,173.98)</u>	<u>1.6</u>
<u>TOTAL Revenue</u>	<u>10904171</u>	<u>104,098.45</u>	<u>62,951.58</u>	<u>0.00</u>	<u>62,951.58</u>	<u>(10,841,219.42)</u>	<u>0.6</u>
Expenditure							
4000 Salaries and Benefits	14146333	891,919.15	1,596,621.57	0.00	1,596,621.57	12,549,711.43	11.3
5000 Services and Supplies	17270422	551,296.39	585,247.24	3,746,391.27	4,331,638.51	12,938,783.17	25.1
6000 Other Charges	1125308	0.00	285.07	0.00	285.07	1,125,022.93	0.0
7000 Fixed Assets	3052660	168,749.48	240,790.81	375,416.14	616,206.95	2,436,453.50	20.2
7500 Other Financing Uses	324000	0.00	0.00	0.00	0.00	324,000.00	0.0
8000 Intrafund Transfers	(25134436)	0.00	(1,134,795.87)	0.00	(1,134,795.87)	(23,999,640.13)	4.5
<u>8500 Contingencies</u>	<u>2097775</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,097,775.00</u>	<u>0.0</u>
<u>TOTAL Expenditure</u>	<u>12882062</u>	<u>1,611,965.02</u>	<u>1,288,148.82</u>	<u>4,121,807.41</u>	<u>5,409,956.23</u>	<u>7,472,105.90</u>	<u>42.0</u>
1800B NET	(1977891)	(1,507,866.57)	(1,225,197.24)	(4,121,807.41)	(5,347,004.65)	(3,369,113.52)	42.6

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BUDGET UNIT SUMMARY BY CLASS/OBJECT

Reporting Period 07/01/01 - 08/31/01
 Current Date: 08/28/01 11:06 AM

Budget Unit: 1500B

OBJECT CODE and DESCRIPTION	BUDGET	REV/EXP THIS MONTH	REV/EXP YTD	ENCUM	ACCOUNT YTD	VARIANCE ACCOUNT YTD	ATD % BUD
<u>Revenue</u>							
0900 Control Accounts	0	35.00	35.00	0.00	35.00	35.00	0.0
1200 Licenses, Permits & Franchises	3,150	250.00	545.00	0.00	545.00	(2,605.00)	17.3
2000 Charges for Services	1,982,000	76,665.84	78,032.14	0.00	78,032.14	(1,903,967.86)	3.9
<u>2600 Miscellaneous Revenue</u>	<u>53,224</u>	<u>6,900.00</u>	<u>8,700.00</u>	<u>0.00</u>	<u>8,700.00</u>	<u>(44,524.00)</u>	<u>16.3</u>
<u>TOTAL Revenue</u>	<u>2,038,374</u>	<u>83,850.84</u>	<u>87,312.14</u>	<u>0.00</u>	<u>87,312.14</u>	<u>(1,951,061.86)</u>	<u>4.3</u>
<u>Expenditure</u>							
4000 Salaries and Benefits	2,227,277	143,707.50	257,158.32	0.00	257,158.32	1,970,118.68	11.5
5000 Services and Supplies	1,417,534	128,876.38	131,603.52	245,124.34	376,727.86	1,040,805.87	26.6
6000 Other Charges	663,151	10.00	36,356.62	0.00	36,356.62	626,794.38	5.5
7000 Fixed Assets	154,393	0.00	0.00	94,393.00	94,393.00	60,000.00	61.1
8000 Intrafund Transfers	(50,000)	0.00	0.00	0.00	0.00	(50,000.00)	0.0
<u>8500 Contingencies</u>	<u>628,545</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>628,545.00</u>	<u>0.0</u>
<u>TOTAL Expenditure</u>	<u>5,040,900</u>	<u>272,593.88</u>	<u>425,118.46</u>	<u>339,517.34</u>	<u>764,635.80</u>	<u>4,276,263.93</u>	<u>15.2</u>
1500B NET	(3,002,526)	(188,743.04)	(337,806.32)	(339,517.34)	(677,323.66)	2,325,202.07	19.5

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